

• **TY TRENARY**  
SHERIFF

**SNOHOMISH COUNTY**  
**SHERIFF'S OFFICE - CORRECTIONS BUREAU**

• **ROB BEIDLER**  
UNDERSHERIFF

INTEGRITY • DIGNITY • COMMITMENT • PRIDE



*"Community First"*

# Community Corrections Orientation Manual

## **Zero Tolerance Regarding Sexual Abuse and Sexual Harassment**

The Snohomish County Sheriff's Office does not condone nor tolerate any type of sexual misconduct, sexual assault, consensual sexual contact, sexual abuse, rape and/or sexual harassment toward any inmate. This Office will aggressively pursue any complaints, suspicions, or criminal acts of sexual misconduct with sanctions up to and including criminal prosecution. Inmates may confidentially disclose incidents of sexual misconduct, sexual assault, sexual contact, sexual abuse, rape and/or sexual harassment to any staff person either verbally or in writing.

**1918 Wall Street**  
**Everett, WA 98201**  
**(425) 388-3431**

<http://www.snohomishcountywa.gov/671/Community-Corrections>



**Community First**

**Ty Trenary, Sheriff**

Program Participant,

As a result of a court action, you are being placed into one of our Community Corrections Programs. We both share the same goals..... for you to successfully complete your obligation to the court, address any contributing behaviors and/or addictions through assessment and treatment, and to remain in the community as a responsible and productive citizen.

The Snohomish County Sheriff's Office operates on the premise that every program participant has the potential and the opportunity to achieve these goals. It may not be easy for you, as your time on the program will be filled with challenges, but we believe that you can accomplish them. You may be referred to other services to aid in addressing treatment needs in order to increase the likelihood of your successfully completing the program. You will learn that there are valuable tools and resources available to you so that when you're no longer in custody you can continue to get the help you need in order to maintain a healthy and crime free life.

Our program has many rules and guidelines which are designed to hold you accountable and to encourage a change in your behavior and your decision making processes. Our expectation is that you abide by the rules and guidelines and that you not only demonstrate the desire but actually put forth the effort to succeed.

The pages within this manual outline the rules and conduct that is expected of you. It contains valuable information that will help ensure success both while in and out of the program you're participating in. Our staff is here to answer your questions and to assist you throughout your stay at the Community Corrections Facility. **We recommend that you study this material carefully and keep it close for easy reference.**

The facility is located at: 1918 Wall Street Everett, Washington 98201

The facility telephone number is 425.388.3431

Thanks in advance for doing your best to ensure your success!

Lieutenant Clint Moll  
Snohomish County Sheriff's Office  
Corrections Bureau  
Community Corrections Division

## Community Correction Programs

### Work/Education Release (W/R):

This is an alcohol and drug free residential program where inmates are housed in a community corrections facility located at 1918 Wall Street. It allows the inmate to maintain his/her employment, treatment or schooling and be productive in the community while incarcerated. Inmates are allowed to leave the facility for work, school, treatment, or other approved activities. Program required drug screening and breathalyzer testing are conducted to monitor for use of illegal drugs, marijuana or alcohol consumption.

Inmates are involved in a case management process administered by Community Corrections staff. Staff will direct them to structured programs and/or treatment services and counseling sessions in the day or evening in order to comply with program conditions. These conditions may be imposed by the case managers or by the court. Inmates are required to pay room and board on a sliding scale based on hourly rate of gross pay. (See fees section for more detail.)

### Work Crews: In-Custody (MSR) and Out-of-Custody (OOCWC):

Inmates ordered or selected to participate for the work crew must meet the same criteria as those who would be eligible for Home Detention. The Work Crew Program is a jail alternative that allows the inmate to complete their sentence working on various programs. Work Crews, under the supervision of a Corrections Deputy or Crew Supervisor perform work such as salmon habitat restoration, roadside litter cleanup, parks cleanup, washing county vehicles etc. Inmates are expected to be ready for work each morning, report on time, and work for a minimum of eight (8) eight hours per day. In-custody inmates are housed in a residential community corrections facility. Out of custody inmates live at home and report to the Community Corrections Facility for daily work assignments. EHD may be used in conjunction with the out of custody program.

## Notice of Eligibility

If you meet the established statutory and SCSO program criteria and the Court approves placement, the notice will be mailed to your home address with an **entry date & time**. If your address changes it is your responsibility to notify Community Corrections staff. The notice will contain a number of **conditions of participation**. You are required to be in compliance with your entry conditions at the time you report to begin your sentence. **Pay close attention to your notice of eligibility. It is possible that you will not be eligible for the Community Corrections program.**

***Failure to report on time or failure to be in compliance with all of your conditions may result in your transfer to the jail.*** If you have any questions regarding your entry date & time or your conditions, call the Community Corrections Facility for clarification.

Your sentence will begin when you report for booking at the date & time indicated on your notice. If you fail to appear on your reporting date, a notice will be sent to the sentencing

Court notifying them of your non-compliance, and your file will be closed out. It is likely that the Court will issue a warrant for your arrest.

## **Mandatory Programs**

Inmates may be ordered by the court or required as a program condition to participate in certain structured programs such as stress/anger management, victim awareness education, employment readiness, job placement, life skills, drug and alcohol services, and sober support groups while in the program. Inmates may be referred to community based ancillary service agencies for those needs not provided by the program such as drug abuse treatment, residential programs, and mental health issues. Your Counselor or Corrections Deputy may also suggest a program. In addition, there are voluntary programs available in education, religion and other topics. These programs and services are designed and selected to contribute to behavior changes, with the ultimate goal of a reduction in risk factors linked to criminal activity with an emphasis on successful reintegration into the community.

**Bring this manual with you when you report to serve your sentence.** There are rules and procedures to remember while you are in custody. This manual will provide you with most of the information you need to be successful in the Community Corrections program. You will need to refer to it while you are in custody. Any questions you might have that are not addressed in this manual should be addressed with staff.

## **Community Corrections Program Contract**

The Community Corrections Program Contract is one of the most important documents you will sign while on the program. This document covers every condition of your participation. These conditions will be explained to you during your orientation. You will be required to initial and sign the document, indicating that you understand the conditions. If you do not understand any conditions of the contract, then you should ask the deputy or counselor to explain it to you before you sign. If there are any questions that arise while you are on the program, then you should talk to staff immediately.

***The Community Corrections program is a privilege which can be revoked if you fail to follow program rules, conditions, and guidelines. Remember, this is a Jail alternative.***

## **Protection from Sexual Assault and Harassment**

In compliance with PREA (Prison Rape Elimination Act), the Snohomish County Sheriff's Office has a zero tolerance for any sexual contact (consensual or not) between inmate to inmate or staff to inmate.

Inmates are to report all incidents of sexual assault and harassment to a staff person immediately.

Complaints will be investigated and charges may be filed.

Making a false report is a violation of the rules that will result in disciplinary action and will be referred to law enforcement for new criminal charges.

## Inmate Rights

You have the following rights while in custody:

- **ACCESS TO COURTS:** You may communicate directly to the Court by letter or through your attorney.
- **CONFIDENTIAL ACCESS TO YOUR ATTORNEY OR LEGAL ASSISTANCE:** You may phone your attorney during non lockdown periods. Private areas are available for attorney visits.
- **PROTECTION FROM ABUSE AND CORPORAL PUNISHMENT:** The only time physical force is used is when it is necessary to restrain someone for their own protection or the protection of others. Physical force is not used as a punishment. Verbal harassment or abuse is not tolerated.
- **FREEDOM FROM DISCRIMINATION OF ANY KIND.** (Race, Sex, nationality, sexual orientation, Age, etc.)
- **ACCESS TO:** Information on Community Corrections Program rules, regulations, and consequences; Communication (mail and phone); and Medical care.

## Medical Care

Per RCW 70.48.130 inmates are financially responsible for the costs of their medical care. However, you will not be denied emergency medical care due to lack of funds.

Work Release and Out of Custody Work Crew inmates are allowed to seek emergent and non-emergent medical care from standard resources such as hospitals and clinics by using a business pass.

**Medications allowed within the facility:** All Community Corrections inmates, regardless of which program they are participating in, are allowed to possess certain over the counter (OTC) medications/supplements and 'keep on person' (KOP) prescription medications. These medications are authorized to be in the facility but must be secured in your assigned dorm locker at all times. MSR inmates may ONLY receive medications from the jail's medical department. Work Release inmates may have them dropped off or arrange a pharmacy visit through their assigned counselor using a business pass. If you wish to see a list of the authorized OTC and KOP medications please ask a staff member. Inmates shall not have more than a 30 day supply of any OTC or KOP medication and no more than a 60 day supply of any supplement. (*KOP/OTC policy: Pro CC 15-002*)

**Medications NOT allowed within the facility:** Any medication that is not on the KOP list, not authorized by jail medical personnel, and/or which is considered a controlled substance is NOT allowed within the secure confines of the facility. If an inmate has a valid prescription and must take this type of medication it must be secured in their assigned locker located in the Community Corrections lobby. Inmates are solely responsible for controlling and consuming all medications as prescribed. To do otherwise may be considered a crime and is punishable under the laws of the state of Washington. It is also a violation of program rules and you will be subject to discipline up to and including termination from the program.

In Custody Work Crew inmates (MSR's) will receive medical care as follows:

- Inmates will have access to medical care within the facility based on a priority basis.

- Inmates will be charged \$5.00 co-pay for nursing assessment of a kite request for medical services.
- Inmates will be charged \$10.00 co-pay for visits with an ARNP or Physician.
- Emergency-only dental services will be provided to inmates following evaluation by the nurse and placement on the schedule based on a priority basis. A \$10.00 fee plus a \$5.00 x-ray fee will be charged for each new dental visit. Dental fees after the initial evaluation vary depending on the treatment required.
- Medical and dental services will be provided within the jail setting.
- Inmates are responsible for advising medical staff if they have DSHS funding or health insurance that will cover costs of medication at the time a decision to request medication is made.
- Inmates are responsible for the purchase of medications. Once medication has been delivered the inmate will not be refunded for a prescription that he/she requested.
- Sleeping medications are not provided in SCSO facilities.
- Narcotics and mood-altering substances will only be provided upon verification of clinical need or recent prescribed medical order, and may require proof by the inmate of examinations and treatments prior to allowing in SCSO facilities.
- Inappropriate or unauthorized use of medications by an inmate will result in immediate review and possible discontinuation of that medication.

## **Religious Services**

By participating in Community Corrections Alternative Sentencing Programs we can offer the following religious services to those who are seeking an opportunity to practice their chosen faith:

Ministry volunteers have and will make themselves available on Sundays to conduct a non-denominational service that's open to the entire Community Corrections inmate population if there is enough interest. Please contact your assigned Classification Specialist if you are interested.

Additionally, Chaplain Volunteers can meet with individuals as needed for spiritual counseling and prayer. If you desire to meet with a Chaplain on a one on one basis please write a service kite directly to the Chaplain's Office requesting a meeting. Explain that you are in the Community Corrections Facility and would like a visit from one of the non -denominational chaplains for individual prayer or religious counsel / guidance.

We have a good selection of spiritual books, bibles and other written material for you to use as well.

## **Grievances**

Grievance is the term used for submitting a written complaint on the inmate's own behalf regarding a policy applicable within an institution, a condition in an institution, an action involving an inmate of an institution, or an incident occurring within an institution, as well as actions by employees and inmates, and incidents occurring within the institution that affect them personally. The grievance procedure is not be used as a disciplinary procedure. Grievance Forms are available in the dayroom. Grievances are to be submitted to SCSO staff.

## Community Corrections Fees

For the Work Release Program, fees are based on your hourly wage. If you are not paid according to an hourly wage, your daily fee will be established by formula. The minimum fee for the Work Release program is \$10.00 per day; the maximum fee is \$50.00 per day.

The fee for Education Release is \$10 per day.

For Out of Custody Work Crew there is a \$10 application fee and a \$10 fee every 30 days thereafter.

Fees are rarely adjusted and must be approved by the Corrections Bureau Chief. If you request a reduced fee you will be required to provide financial proof that such adjustment is necessary. You may speak with your assigned counselor for more information about fees.

Fee requirements are as follows:

- Fees may be paid as far in advance as you wish; however you will not be allowed to fall more than three (3) days behind in your payments.
- Your balance must be paid in full a minimum of four (4) days prior to your scheduled release date.
- You may pay by cash, cashier's check or payroll check.
- **Personal checks are NOT accepted.**
- Those who are employed during their participation are required every pay period to present their pay stub to staff so they may make a copy for the inmate's file.

Failure to comply with these requirements may result in your being restricted to the Community Corrections facility or transferred to jail. If you escape, any and all credit balances on your account are subject to forfeiture.

## Transportation and Travel

You will only be allowed to go to those locations that have been approved by Community Corrections Staff. Unauthorized stops to gas stations, convenience stores, etc. are **strictly prohibited** and are considered to be a violation of the program rules. These violations may result in your transfer to the jail. It is **your responsibility** to make sure that *staff can locate you quickly and easily at any location*. If staff cannot locate you at any time, you have failed in your responsibility. Don't assume that we know what city a particular address is in. If an address may be difficult to locate, then you will want to provide either written instructions or a map for staff to locate you. When you phone in location changes, or have anything verbally approved by staff, it is a good idea to ask for the staff member's name for future reference.

**Geographical Limits:** Locations within Snohomish County are generally acceptable. Geographical boundaries have been established using many criteria derived from Washington State Law (RCW, WAC, Etc.), County Code, current estimated travel times to and from a location, available staffing resources, available transportation resources, available financial resources and the Sheriff's Office overall ability to adequately and safely supervise you while you're in the community.

Community Corrections program participants are only allowed to go to job sites (or any other location) within the following geographical limits. Any exception to these limits must be approved in advance. **All** locations are subject to staff approval.

- **Eastern Boundary:** Highway 9 in Skagit county, in Snohomish County east to the Snohomish County line, in King County, Highway 203 to Highway 202 then east to North Bend then west on I-90 and Highway 18.
- **Southern Boundary:** Highway 18 and city of Federal Way.
- **Western Boundary:** Puget Sound. No islands except Mercer, Fidalgo and Camano Islands
- **Northern Boundary:** The Skagit/Whatcom County Line

**Transportation:** You will be assigned a leave and return time for the purpose of going to work or other approved activities. **These times are very important to you, so make sure you know what they are.** You will need to have a pre-arranged transportation schedule prior to arrival for booking. If you plan on driving you must have a valid driver license and proof of auto liability insurance. You may also travel using professional transportation such as a bus or cab. If you plan to get a ride with someone they must present a valid driver license and proof of auto liability insurance to staff **prior** to your riding with them.

**Parking:** There is absolutely no parking designated specifically for inmates involved in SCSO Community Corrections programs. Parking may be available in the county parking garage. For more information regarding this option contact Republic Parking Inc. at the parking garage entrance located on the 3000 block of Oakes Ave. The streets surrounding the county campus have parking limits so make sure to pay attention to these if you use street parking. Inmates are NOT allowed to move their cars every 90 minutes.

## Work/School Rules

**Work Schedule:** You must provide the booking deputy a completed SCSO Work/School Schedule form at the time of booking. You must also provide this completed form ahead of time for all schedule changes except those that occur the same day. In those cases if you are required to work overtime, or get off work early, **you must call** the Community Corrections Facility and ask for permission from a deputy prior to your scheduled quit time. You will also be required to provide a verification slip, signed by your supervisor, indicating when you arrived on the job and when you left.

**Work Hours:** You are responsible for complying with the following limits: You may be allowed out of the facility for a maximum of 16 hours in a 24 hour period per RCW 9.94A.731. This 24hr time frame starts when you sign out. You must be in the facility for 8 consecutive hours before you can sign out again.

The deputies have the authority to approve a work schedule that allows you to be outside the facility for up to **70 (seventy) hours** per week. All work hours and travel time will be included in your overall weekly total. You may be allowed to extend this total up to a maximum of **80 (eighty) hours** per week with the approval of the Community Corrections Sergeant or Lieutenant through a request process. Begin by speaking with your assigned Classification Specialist (Counselor) regarding your request. Each request will be considered on a case by case basis. The following will be considered when deciding whether to approve extended hours outside the facility:

- The content and merit of the written request (see below)
- Criminal history
- Institutional behavior history
- Type of current charge

- Community Corrections Staff input

There is no guarantee of approval. In order to be considered a letter on company/business letterhead which contains the following minimum information is to be submitted to the CC Supervisor:

- 1) Your name
- 2) Your supervisors name and contact information
- 3) The date of submission
- 4) The nature of the business
- 5) The nature of your job assignment
- 6) The number of extended hours requested
- 7) The physical location in which the majority of the extended hours will be spent
- 8) An explanation/justification for the extended hours
- 9) Both the signatures of you and your supervisor/employer which certifies the content of the letter to be true and accurate.
- 10) Any other information you wish to be considered

The CC Supervisor may follow up with the inmate's employer to discuss or confirm the information contained in the letter.

Your maximum work hours are counted from the time you leave the facility to the time you return, so travel time is included. You must **work** a minimum of twenty four (24) hours each week (travel time is **not** included in this figure).

The week is defined as beginning on Sunday (day 1) and ending on Saturday (day 7). You are also limited to working a maximum of six (6) days in a row. Work schedules that conflict with this requirement may be considered but must be approved by a CC Supervisor in advance.

**Working on Holidays:** You must provide the SGT/LT a letter from your employer seeking permission for you to work on ANY holiday. The letter must be received at least three (3) days prior to the holiday and must include the following information:

- Your name
- The date you are asking to work
- The hours you are asking to work
- A brief explanation as to why you need to be at work
- The location as to where the work is going to be performed
- Your supervisor's/employer's name and contact information
- Your supervisor's/employer's signature

HOLIDAYS ARE DEFINED AS:

NEW YEARS DAY	MARTIN LUTHER KING DAY	PRESIDENTS DAY
MEMORIAL DAY	INDEPENDENCE DAY	LABOR DAY
VETERANS DAY	THANKSGIVING DAY	CHRISTMAS DAY
	DAY AFTER THANKSGIVING	

NOTE: It is preferred that the letter be drafted on company letterhead and can be either hand delivered by you or faxed by your employer (425-388-3443). Your employer must be aware that a Community Corrections Staff member may be calling or visiting them in order to verify the

request. Approval is not guaranteed. Check with the front desk staff to see if the request has been approved.

On Christmas Eve and New Years Eve you do not need a letter from your employer, but you must be back in the Community Corrections facility by 6:00PM.

**Labor Disputes:** Per RCW 70.48.210 (3) (b), prisoners participating in a work release program **may not** work in an establishment where there is an active labor dispute.

## Contacting the Facility

Staff will not accept collect calls. You may contact the facility by using one of the following phone numbers: Local: 425-388-3431 You will find this number listed on the back of your SCSO issued I.D. card. You may also call toll free: 1-800-562-4367, extension 3431. The toll free number is only in operation from 9:00 a.m. to 5:00 p.m. Monday through Friday.

## Business Passes

Business passes may be submitted for essential business that no one else can do for you such as doctor appointments, court appointments or treatment. You may submit a business pass through your assigned counselor. **All pass locations must have an address and phone number.** You will want to submit your pass request at least three days prior to scheduled appointment.

## Contraband

Introduction of contraband into a correctional facility is a felony subject to prosecution

- **Cellular Phone and Pager Use:** Cellular Phones and pagers are not allowed in the residential area of the facility. Possession or attempted introduction of a cell phone or pager will result in a violation.
- **Smoking:** The Snohomish County Sheriff's Office Jail is a non-smoking facility. Tobacco products are not allowed in the residential area of the facility. Possession or attempted introduction of any tobacco product will result in a violation.
- **Weapons:** Do not bring anything into this facility that may be seen or used as a weapon.

### **9A.76.140 INTRODUCING CONTRABAND - FIRST DEGREE**

Class B Felony- Knowingly providing a deadly weapon to anyone confined in a detention facility.

**Maximum Penalty- Ten (10) years and up to \$20,000 fine.**

### **9A.76.150 INTRODUCING CONTRABAND - SECOND DEGREE**

Class C Felony- Knowingly introducing contraband with the intent to aid in an escape or the commission of a crime. **Maximum Penalty- Five years and up to \$10,000 fine.**

### **9A.76.160 INTRODUCING CONTRABAND - THIRD DEGREE**

Misdemeanor- Knowingly introduces contraband to any person confined in a detention facility.

**Maximum Penalty- 90 days and up to \$500 fine.**

Contraband means any article or thing a person confined in a detention facility is prohibited from obtaining or possessing by a statute, rule, regulation or order of the court. (9A.76.010)

## Inmate Populations

There may be programs and other services available to inmates in the higher security areas of the jail facility that aren't necessarily available to inmates housed in the Community Corrections facility. Aside from the standard security concerns of mixing minimum security inmates with medium to maximum security inmates it is specifically prohibited by Snohomish County Code Title 5. The practice of not mixing populations is in compliance with our current policies as well as ACA standards. If you have any questions or concerns about a program you'd like to participate in please contact you're assigned Classification Specialist. They will look into your request and do their best to accommodate it.

## Rule Violations

Attempting to commit or aiding another person to commit a violation shall be considered the same as the commission of the offense itself.

Chargeable offenses may be referred directly to the Prosecutor in lieu of a hearing however, the fact that an inmate has been sanctioned as the result of a hearing shall not prevent subsequent prosecution if the violation were a chargeable offense.

**Minor Violations-** The list of minor violations is not exclusive and can include other offenses of the approximate severity and character.

- 501** Creating noise or being noisy after 10:00 p.m.
- 502** Unauthorized communication with the public, staff or visitors.
- 503** Non-cooperation with written or verbal instructions given by county staff.
- 504** Failure to wear jail uniform or wear it in a manner that is different than instructed. (Minimum Security Residents)
- 505** Returning to the Community Corrections facility more than 15 minutes late without prior notification
- 506** Possession of unauthorized property.
- 507** Unauthorized contraband
- 508** Failure to perform required clean-up duties.
- 505** Horseplay
- 510** Failure to turn in required paperwork or information to staff.
- 511** Disturbing the sleep of other inmates.
- 512** Intentional failure to follow published safety or sanitary regulations.
- 513** Other minor acts not described above which disrupt the orderly operation of the facility.
- 515** Failure to use electronic monitoring equipment as instructed.

- 516 Failure to stay current with program fees.
- 517 Using staff against staff or seeking approval from one staff member after being previously denied. Also includes persistent annoyance to get your own way.

### **Major Violations**

- 531 Introduction, consumption, use or possession of tobacco, pornographic material, cell phone, sharpened instrument, knife or unauthorized tool.
- 532 Failure to follow any order, written or verbal directive, condition or treatment contract ordered by a Community Corrections Deputy or SCSO Community Corrections Division.
- 533 Lying to staff.
- 534 Continuous or repeated yelling, shouting and/or disruption of the peace and order of the Community Corrections Facility.
- 535 Failure to inform SCSO Community Corrections staff immediately of a change in work status or location, reduced or increased hours, layoff, schedule change, fired, new or second job.
- 536 Unauthorized communication with jail inmates who are not housed in the Community Corrections Facility.
- 537 Going home or to any unauthorized place before, during or after work, pass or other release or failure to go to work when released for that purpose.
- 538 Entering another inmate's locker or being in an unauthorized area without staff permission.
- 539 Driving without proper authorization or insurance, or riding with a driver who has not been approved by SCSO Community Corrections staff.
- 540 Returning to the Community Corrections facility more than one-half hour late without prior notification.
- 541 Failure to surrender all prescription or non-prescription medication to staff, or to inform staff of all medication being taken, or failure to take medications as prescribed or directed.
- 542 Misuse or abuse of the telephones.
- 543 Profanity, derogatory remarks or gestures related towards staff/volunteers/other inmates.
- 544 Inappropriate statements by inmates to inmates or staff; includes verbal and unwelcome sexual advances, requests for sexual favors, verbal comments, gestures, or actions of a derogatory or sexually offensive nature, sexually suggestive comments about body, clothing, gender, and/or sexual preference.

### **Serious Violations**

- 561 Tampering with electronic monitoring equipment.
- 562 Escape, attempted escape, or aiding another in an escape.



violations in a 30 day period may result in a level II sanction

- Shift to a more restrictive program as authorized by the court. (example: move from EHD to Work Release)
- Increase in reporting requirements
- Required attendance of inmate change programs.
- 2 Major violations in a 30 day period that result in a guilty finding may result in a level III sanction

Rule violations may be punished by one or more of the sanctions listed on the previous page. This chart is intended to serve as a **guideline only** and is not intended to restrict the Hearing Officer from imposing any sanction authorized. Circumstances such as severity of the violation, inmate behavior, program participation, and attitude toward program objectives will be considered by the Hearing Officer prior to imposing a sanction.

### **Facility Rules for Work/Education Release & In Custody Work Crew (MSR)**

The following information pertains only to those individuals who have been approved for the WER program. Your notice of eligibility will inform you if you have been approved for Work Education Release. Refer to the Electronic Home Detention section if you will be reporting for EHD or the Work Crew section if reporting for Work Crew.

**Wake-up and Lights Out:** It is each inmate's responsibility to wake themselves in time for work, passes, meetings, etc. Inmates are not to leave their assigned dorm until 6:00 a.m. Those inmates who must leave for work prior to 6:00 a.m. may leave their dorm thirty (30) minutes prior to their assigned leave time.

All noise is to stop and the lights in the dorms will be off after 10:00 p.m. All inmates are required to be in their dorm by 11:00 p.m. Inmates returning from work between the hours of 11:00 p.m. and 6:00 a.m. will be allowed one (1) hour to eat and report to their assigned dorm. **There is no television allowed between 11:00 p.m. and 6:00 a.m.**

**Valuables:** The Snohomish County Sheriff's Office is not responsible for lost or stolen items. It is highly recommended that you NOT bring any property of significant personal or financial value into the facility and that you ensure your locker is padlocked whenever you're outside your assigned dorm.

**Laundry Facilities:** Coin operated washers are available. Dryers are offered free of charge.

**Dress Code:** While you are in the Community Corrections Facility, the following dress code must be observed:

- Hats and other types of headwear are not allowed to be worn while in the facility.
- No bare feet allowed, except when in bed or the shower.
- No clothing displaying alcohol or drugs, profanity, lewd, or sexually suggestive words or pictures are allowed.
- No bathing suits, tank tops, excessively baggy or revealing clothing allowed.

**Mail:** Personal mail sent to you should be addressed as follows:

Your Name  
In Care of Snohomish County Sheriff's Office  
Community Corrections Division  
1918 Wall Street  
Everett, WA 98201

Mail and packages will be required to be opened in the presence of a staff member. Outgoing mail must include Snohomish County Jail, your name and our address on the return address portion of the envelope.

**Meals:** Breakfast, lunch, and dinner will be provided. Coffee is not provided, but can be brought in to the facility in an unopened, factory sealed container. Coffee pots will be available for inmate use.

**Telephones:** Pay telephones are provided in the facility. Phone calls can be placed by calling collect, using change or using a calling card. These phones can also receive incoming phone calls.

**Eating and Drinking:** There are designated areas for eating and drinking. You may only eat and drink in the dining area. There is no eating or drinking allowed in the dorms.

**Money:** You are allowed to carry up to \$20.00 with you in the living area. Any money in excess of \$20 will be kept in an account managed by staff. Change is not available from staff. There is a change machine available that will make change for bills as large as \$20.

**Inmate Counts:** There are two (2) inmate counts daily. Those inmates in the facility are required to report to their dorm daily by 3:15 p.m. and 11:00 p.m. Inmates must remain on their bed until they have been counted.

**Facility Clean Up:** The facility is cleaned on a daily basis and **all inmates** will assist in cleaning the entire Community Corrections Facility. Each individual is responsible for picking up after themselves and cleaning up their messes throughout their stay. Chores will be assigned by staff on a weekly basis.

**Dorm Clean Up:** Each inmate is responsible for keeping their locker neat, the surrounding area clean and bed made when it is not in use. Excess property must be removed from the facility.

**Daily Inspections:** Inspections will be made every day, multiple times per day whenever a deputy is conducting safety and security checks of the dorms and common areas. Sleeping areas are to be neat and clean at all times. Your bed is expected to be made neatly whenever you're outside the dorm. All personal items must be stored in your locker and it should be locked when you're not present. SCSO is not responsible for lost or stolen property. Nothing is allowed under the bed except one machine washable duffel bag and/or an approved box/container and it **must** be clearly labeled with your name. Nothing is allowed to be hung from the sides of your bunk. Only a towel may be hung from the end of your bunk.

During inspections you are allowed to be on your bed but may be required to leave the area for inspection purposes. Staff will allow you to remain on your bed if you have recently returned from work and are sleeping unless they are addressing an issue related to the safety and security of the facility, staff and inmates.

If your assigned area fails an inspection you could receive a verbal warning, a minor written rule violation and/or an assigned extra duty task. If you fail four (4) inspections you will receive a written major rule violation for failure to follow written or verbal directives and be subject to a

formal disciplinary process. (Please see the rule violations section of this booklet for more information on the disciplinary process)

**Common Areas:** Everyone is expected to clean up after themselves.

## **Inmate Property**

All allowed food items and non-prescription medicines must be commercially sealed and unopened.

**Food, Medical and Personal Items Allowed:** The following lists of items are the only approved items that inmates are authorized to keep in the Community Corrections Facility. All prescription and non-prescription medications must be turned in to staff for inspection and approval. All non-prescription medications or over the counter medications must be sealed and unopened when brought in to the facility. If approved, they may be kept in the inmate's locker and self-dispensed. No products containing alcohol are allowed.

Gum, glass, ceramic and flammable items as well as aerosol cans are **not** allowed. (Eyeglasses are the only exception)

Hard shell style suitcases are NOT ALLOWED. Nonflammable backpacks and duffel bags are allowed as long as they are machine washable.

All items must be unopened and still contained within the factory sealed packaging. All liquid items such as, shampoo, conditioner, lotion, etc. shall be in a clear (see through) factory container. If the product does not come in a clear, see through container, the inmate may bring a clear container for that product (16 oz. or smaller). **Community Corrections staff are responsible for transferring the liquid product from the store bought container to the empty clear container provided by the inmate.** Any product coming into the facility without being in the sealed factory container will be rejected and not allowed into the facility. As program participants consume products they may have them replenished by family or friends. Non-residents may drop off new, unopened supplies at the Community Corrections front desk/lobby area.

### **Food Items**

- 1 container of ground coffee (3lbs. or smaller) and coffee filters
- 1 powdered creamer (20 oz. or smaller)
- 1 container each of instant coffee, tea, hot chocolate
- 1 container of sugar or sugar substitute (22 oz. or smaller)
- 1 each salt (4 oz. limit) & pepper (2oz. limit)
- 1 coffee cup (with lid) & 1 thermos
- Powered fruit drinks (Individual serving size only) must be sealed and in original packaging
- Seasoning salt (4 oz. limit)
- Protein powder drink mix (24 oz. limit)

### **Medical Items**

- Inhalers as prescribed
- Cough drops
- Lip ointment such as chap stick, etc.
- Tums, Rolaids, antiseptic ointments
- Suppositories
- Nitro pills as prescribed

- Glasses/contact lenses and solution
- Prescription & nonprescription medications. SEE MEDICAL CARE SECTION OF THIS MANUAL

### **Personal Hygiene Items**

- 1 shampoo and conditioner (16 oz. or smaller)
- 1 bottle of skin lotion (12 oz. or smaller)
- 1 liquid body wash (16 oz. or smaller)
- 1 bar of soap
- 1 hair brush/comb and 1 hair gel (12oz or smaller)
- Safety razors (6 max) and shave cream
- 1 hair spray (non-aerosol, 12 oz or smaller)
- 1 deodorant (new unopened)
- 1 mouthwash (non-alcoholic, 16oz limit)
- Feminine hygiene items
- Tooth brush/tooth paste
- 1 Set of nail clippers (small)
- Dental floss/picks and Q-tips
- 1 laundry detergent (powdered only) 3 lbs. or less

### **Personal Items**

- Writing material (pen/pencil/paper)
- 2 towels
- 1 alarm clock (battery or wind up only)
- Glasses/contact lens and solution
- Standard size bed pillow- no personal pillow(s) will be allowed to be brought into our facility unless it is new, in its original wrapping and accompanied by a receipt that is no more than 7 days old.
- Jewelry – small amount (all must fit in a sandwich size bag)
- 5 books or magazines (no pornography)
- Make-up (all must fit in a quart sized bag) no glass products
- 1 clip-on book light and or 1 small low power flashlight
- Hair dryer, curling iron and flat iron(1 each)

### **Clothing Items**

- 2 coats, 1 hat
- 1 purse and 1 wallet
- 5 sets of clothing, i.e.; set is defined as 1 pair of pants and 1 shirt or 1 skirt and 1 blouse.
- 1 pair of sleep wear, i.e.; 1 pair of sweat pants or 1 pajama pants and 1 pajama top
- 5 pairs each of under pants, under shirts, socks and bras
- 1 pair each of work boots, casual or dress shoes, shower shoes

The safety and security of this facility is paramount. If you feel you have a legitimate need for a particular item that is not listed in this section you may seek an exception from a Community Corrections Supervisor. The intent of the list is to assist program participants in selecting what items to bring with them on the day of their booking and to limit the amount of property stored at the facility.

## **Visiting**

Each inmate is allowed to sign up for three (3) one-hour visits per week (Sunday - Saturday). Visitation occurs over a video connection in the Reception area of the jail. Contact visits are not normally allowed. There is no visitation before 4:00 P.M. on Sundays and Mondays and no visitation after 4:00 P.M. on Tuesdays and Wednesdays. Inmates are limited to only one

visitation slot per day. Information on when visits will occur will only be available from the inmate. If an inmate is moved to a new housing module they may have to reschedule their visit in their new unit. Before coming to the jail it is advisable to check the [jail register](#) to insure the inmate is still in custody. It is advisable to arrive at the jail up to one half hour early to check in so the visit can start on time.

Visitors must have a valid picture ID or three pieces of non-picture ID before they will be allowed to visit. Acceptable forms of non-picture ID include PUD bills, telephone bills, DSHS paperwork, etc. All paperwork must have the same name and address on it. Visitors under the age of 18 are not allowed unless they are accompanied by a parent or legal guardian. Certified Birth Certificates (not a photocopy) or proof of guardianship are required. Children under 18 are not required to be accompanied if they are the son, daughter, brother or sister of the inmate being visited.

## Electronic Home Detention (EHD)

**As of February 1, 2015** the Snohomish County Sheriff's Office no longer offers electronic monitoring or electronic detention services. Defendants interested in this type of service will need to contract with another law enforcement agency or private business.

## Out of Custody Work Crew (OOCWC)

If you are participating in OOCWC alone then the following applies:

**Reporting for Work:** You are expected to report to the Community Corrections facility located at 1918 Wall St., Everett, WA. 98201 on time and ready to work each day. You will be given a reporting schedule on the day you are booked. You will not be allowed to use any tobacco products, electronic devices or cell phones while working for the county so please leave those items at home or in your vehicle.

**Medical Clearance:** You must be capable and willing to work indoors or outdoors while performing a variety of manual labor duties. This is part of your sentence. You will participate in a medical/physical evaluation conducted by the Corrections Bureau medical staff and cleared for work duties prior to actually working. On your booking day please bring any and all medical information/documentation with you which may be important to this physical evaluation. Additionally, you must bring all prescription medications that you're currently taking or have taken recently in the original prescribed container.

**Sick Calls:** If you are unable to report to work you will be required to make up the missed day. Remember, a full day of work gives you credit towards one day of your sentence. You must call in to the Community Corrections facility prior to your reporting time if you are ill or have some sort of emergency. A pattern of sick calls, emergency leaves or excessive use of them may result in your commitment being returned to the court as non-compliant and unsatisfied. It is our goal to have you serve your sentence in the most expedient and productive manner as possible.

**Use of Alcohol & Drugs:** Community safety is of the utmost importance to the Sheriff's Office. Inmates who have been drinking or using drugs when they report for work cannot be allowed to perform duties for Snohomish County and will be immediately removed from the OOCWC program and will serve their sentence in the maximum security Jail. The monitoring of alcohol and drug consumption is conducted through the use of random portable breathalyzer tests (PBT's) and urinalysis testing (U/A's). You must be prepared to provide a breath or urine sample any time a CC Staff member asks.

**Lunch:** You will be provided a sack lunch by the County, or you may bring your own lunch. If you choose to bring your own lunch you must inform a CC Staff member prior to doing so. As a reminder, your person and any and all property is subject to search at any time while participating in the OOCWC program.

**Be advised this manual is subject to change without notice.**